E TEAM GOVERNMENT EDITION

QuickStart

If you have questions or experience technical difficulty getting started, please contact your Operations Center supervisor.

E Team was designed by emergency managers and first responders to facilitate the task of managing incidents, disasters, and planned events. E Team facilitates decision-making and allows a quicker, more effective response by enabling users to easily gather, analyze, and share information. In one intuitive system, E Team allows you to gain and maintain situational awareness, document events and functions that occur within the operations center, request and track resources, oversee plan execution, monitor the status of local infrastructure, and foresee potential problems through the use of reports and real-time GIS mapping tools.

LAUNCHING E TEAM AND LOGGING IN

1. Turn on your computer.
2. Launch your Internet browser and type in the URL address assigned for E Team.
   Example: http://www.eteamdirect01.com/government/demo/eteam.nsf

   Note: Some computers may be set up so that E Team automatically appears when you log into your Internet browser.

   The "E Team Welcome Screen" displays.
3. For real-life use, click ***OPERATIONS***.

   For training and exercises, click ***TRAINING***

   The "E Team Login Window" displays.
4. Enter your Username and Password and click on the ***Login*** button.

   The system displays your Personal Profile.

   Note: Your Personal Profile will always display the very first time you use E Team. However, your system may be configured so that your Personal Profile does not automatically display on subsequent logins.

Your Personal Profile

Your Personal Profile provides important information about you to other E Team users.

5. Enter your First and Last Name.
6. Click on the ***Select*** button to choose your Organization or Location.

   Note: When you click on Select, a new window opens providing you with a list of choices. If your choice is not on the list, it is recommended that you check with your supervisor prior to entering new data. To enter new data, type directly in the field labeled Other and click on the Add button.
7. Click on the ***Select*** button to choose your Position.
8. Click on the ***Select*** button to choose your Agency.
9. Scroll through the document and add additional data in the appropriate fields. It is important to include your current contact information. When you have finished, click the ***Submit*** button to close and save your personal profile.

   The login screen closes and the E Team Main Screen displays.

   Note: Depending on your system set-up, you may be presented with your Position Checklist window. The checklist provides an overview of your personal duties and responsibilities for the position you are working.
10. Review your checklist and click the ***Close*** button at the top right of the document.

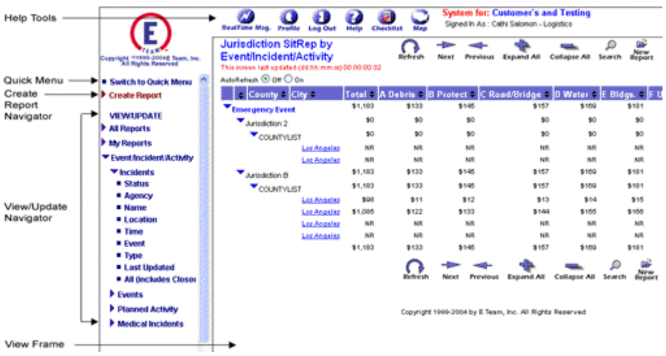
If your system includes the optional RealTime Messaging (RTM) feature, you must log into RTM at this time by entering your password and clicking on ***OK***. *Your login password is the same as your password for E Team.*

You are now ready to operate E Team.

USING E TEAM

Main Screen Layout

E Team provides a simple way to access information in the format in which you need it.



- The Create Report navigator displays all available E Team reports. By clicking on the report you would like to create, a new window opens containing a report form template that you fill in to generate a new report.
- The View/Update navigator enables you to find, read, and update existing reports.
- The Help Tools frame allows you to access your Personal Profile and Position Checklist, RealTime Messaging, E Team Log Out, Online Help, and your system Map.
- The View Frame is where summary views and read-only versions of reports are displayed.

Help Tools

RealTime Messaging - Select RealTime Messaging to communicate in real time with other E Team users currently logged into the system. You can communicate in a group or privately with individuals. Refer to your E Team User Guide or Online Help to review all the features and functions of RealTime Messaging.

Personal Profile - Select Personal Profile to review or edit your Profile document.

Log Out - Select Log Out to exit the E Team application. When you have completed working in the E Team application, it is a good idea to log out, particularly if you share a computer with another E Team user. Do not close the E Team application using the X in the upper right hand corner of your browser window, as doing so will temporarily lock you out of the system.

Help - Select Help to access E Team's comprehensive online help system.

Checklist - Select Checklist to review the duties and responsibilities for your assigned position.

Map - Select Map to open your E Team map and select the report icons and map layers you wish to display.

View Frame

E Team reports are summarized in Views that provide at-a-glance information and allow you to drill down quickly to reports of interest. Making a selection from the View navigator causes the selected report to open in read-only mode. To open an individual report, click either the icon in a box or an underlined text link in the View frame. There are several control tools that make it easier for you to find the information you want in E Team Views.

Twisties - Some summary views are presented as categorized lists.

- Category titles have a "twistie" to the left.
- Clicking on the twistie opens to the report summaries under that category.

Display/Search Bar - Click on the applicable icon to: make sure the data is current (Refresh), open or close all twisties (Expand All/Collapse All), page through the summary view (Next/Previous), search for a specific word or phrase (Search), or when available, open a new report of the type shown in the view (New Report).

AutoRefresh - Radio buttons will appear at the upper left of your View window. When AutoRefresh is ON, the display on your screen will automatically update at preset intervals. It is not necessary to use the refresh tool on the Display/Search Bar.

E TEAM REPORTS

Document Locking

E Team is designed so that only one person at a time can access a report in update mode. In rare instances, the document can be taken over by an administrator while you are in the update mode. Any changes you have made to the report WILL NOT be saved if you are locked out in this manner.

Report Buttons - Create and Update Modes

Submit and Cancel - When a report has been opened to create or update it, the ***Submit*** and ***Cancel*** buttons appear in the upper right of the report. When you have finished adding to or updating a report, click the ***Submit*** button. If you do not wish to save your changes, click the ***Cancel*** button.

Set - This button appears in all fields requiring date/time input. Clicking this button causes the Date Dialog window to open.

Expand - This button is used throughout E Team and allows you to read or enter large amounts of text in a small field. Clicking this button causes a new window to open that displays all existing data and allows you to add more.

Update - This button is found throughout E Team and automatically provides a name, date, and time information stamp to data being added. Clicking this button causes a new window to open, generating the information stamp and providing a field in which to add data.

Report Buttons - Read Mode

When you open an E Team report from the View Frame, it will be in the **read-only** mode. A series of buttons will appear at the upper right of the report.

Print - Clicking this button causes a printable version of the report to open in a new window. To print, click the ***Send to Printer*** button in this new window.

Update - If you are authorized to edit the report, you will see the ***Update*** button. Clicking this button will cause the report to open in a new window to allow for updating.

Duplicate - This button is found on ***Resource Request and Critical Asset*** reports. Clicking this button causes a duplicate of the document being viewed to open in a new window. The new document will retain some of the critical information found in the original request. This feature saves time by allowing you to modify the contents of a document and save it as new.

Split - This button is found on ***Resource Request and Critical Asset*** reports. Clicking this button allows you to begin the process of splitting the document being viewed in order to have it acted upon by multiple agencies. Refer to your E Team User Guide or Online Help to learn more about this feature.

View Attachments - This button is visible only if the report you are viewing has attachments. Clicking on this button will cause an automatic scroll down to the Links and Attachments section of the report.

Common Report Elements

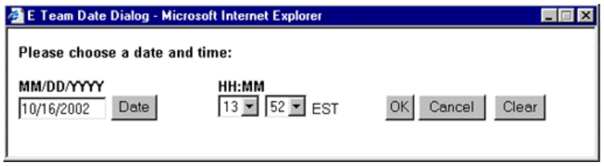
E Team reports contain many common elements. Learning how to use these enables you to move throughout E Team with ease.

*Required Fields - Fields with red labels are required. You must enter data in these fields in order for the report to be saved. If you miss a required field, the system will prompt you to enter the required data.

Relationships - E Team enables you to relate all reports to an Event, Incident, or Activity. This feature provides a way to capture the overall picture and related costs. Click on ***Select*** and make your choice. You should select at the Event level whenever possible. If you do not know the name of the Event, select the Incident or Activity.

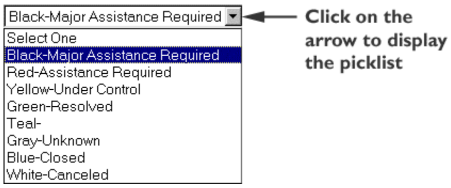
Responsibility/Assignment - E Team provides a way for you to assign reports and tasks at varying levels. Selecting an individual causes the Agency, Organization/Location, and Position fields to automatically populate with the data from that person's Profile. Completing at least one of these fields allows E Team users to locate their assignments in the My Assignments view.

Date/Time

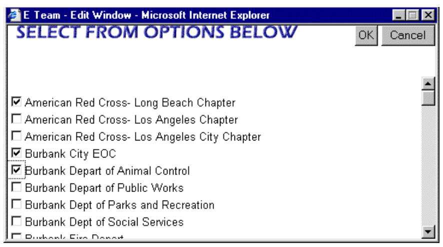


Any time you need to enter a date and time, the Date Dialog window displays. Click ***Set*** and a box appears. Click ***Date*** and a calendar appears on which you set the date. To set the time, click the drop down arrow in the hour and minute windows. When you have finished, or to select the present date/time, click ***OK***.

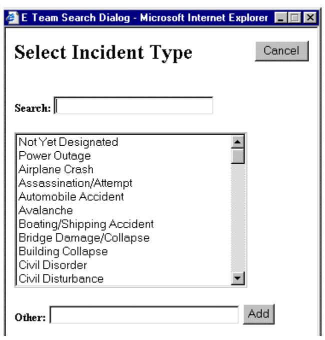
Picklists



Drop down lists have an arrow on the right of the window. Click the arrow and the available list appears. Select the menu item you want, and it appears in the results field.

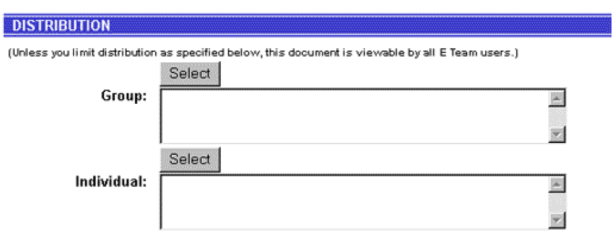


Multi-picklists have a ***Select*** button next to the field. Clicking on the this button opens a window with all available choices. You can select as many items as you wish. Your selection(s) will appear in the results field.



Search/Add lists are drop down lists that include a ***Search/Add*** button to the right of the field. Clicking on this button opens a window that allows you to type in and easily locate the item you are looking for in long lists. You can also add a new item, if the one you need is not on the list.

Distribution



Fill in the Distribution fields only if you wish to restrict who sees the report. If you leave it blank, the report will be accessible to all E Team users. If you click the ***Select*** button, you will be presented with a list of those groups or individuals to which access can be restricted. Check the appropriate box or boxes.

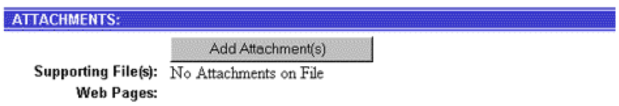
Notification

Use the Notification fields to send messages or notify E Team users and non-users about a report within the system. This section provides fields for you to select individuals from the E Team Directory and/or from a convenient list of predefined mail groups, and to enter email addresses for those not appearing in either list. Select the individual(s) and/or group(s) you wish to notify.

Note: This feature works with all email-enabled devices, however, only E Team users who have selected email as their preferred method of notification will receive a direct link to the report.

Attachments

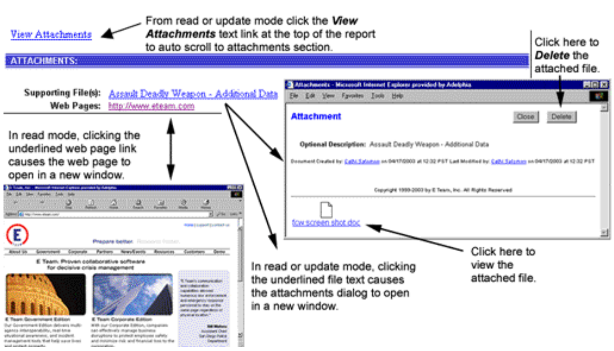
Read-only Mode



Attach a file to any E Team report using the Attachment field. Attachments can be added ONLY in the read-only mode of the report. Click on the ***Add Attachment(s)*** button, browse for the file that you want to attach, and click on the ***Attach*** button.

Create/Edit Mode

Attach a web page reference to any E Team report using the Attachments section. Web page references can be added ONLY from the create/update modes of the report. Enter the complete web page address in the Web Pages text field. The data will be saved when you submit the report.

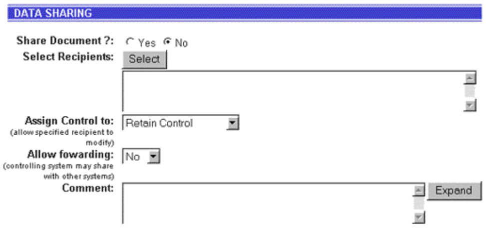


View or delete attached files from the read-only or update modes of the report. To view or delete an attached file, click on the underlined text link to open the attachment dialog. Click on the file to view it, or click on ***Delete*** to delete the file from the report. The deleted file will no longer be listed as an attachment to the report, but will remain accessible in History.

View web pages from the read-only mode by clicking on the underlined text link. The selected page will open in a new browser window. Delete web page links by removing the data while in the update mode.

E Team-to-E Team Data Sharing

E Team enables you to share documents with users on other E Team systems. It is the responsibility of your E Team administrator to configure your system to enable E Team-to-E Team Data Sharing. If your system is E Team-to-E Team capable, and your E Team administrator has given you access rights, you will see Data Sharing fields as part of your report.



Click on the ***Yes*** option to allow the report to be shared.

Click the ***Select*** button to choose your data-sharing partner(s).

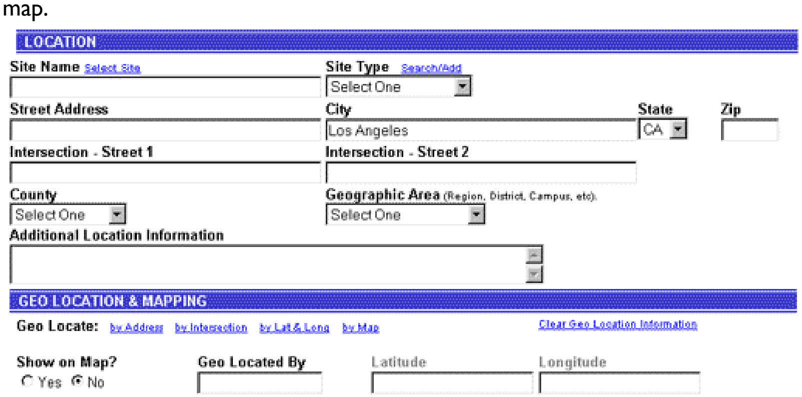
Note: When you submit this report, a copy of the report is available to the E Team system you selected.

Assigning Control to Another E Team System - When you share a report, you retain ownership of the report and can modify the report as you choose. Systems with which you have shared the report have read-only access to the report. The ***Assign Control to*** option allows you to assign edit/update rights to another data-sharing system. When you assign edit/update rights to that system, ***YOU GIVE UP YOUR OWN EDIT/UPDATE RIGHTS***. The only way to reclaim those rights is for that system to assign control back to you.

Allow Forwarding - When you assign control of a report to another data-sharing system, you can also choose whether to allow that system to forward the report to yet another data-sharing system. If you select ***No***, the system with which you are sharing the report will be unable to forward the report and will only have the option of returning the report to you.

Location, Geo Location, and Mapping

These fields allow you to enter detailed location information so that your report can be displayed on a map. E Team can generate the latitude and longitude from the information you enter and display an icon at that location on the map.



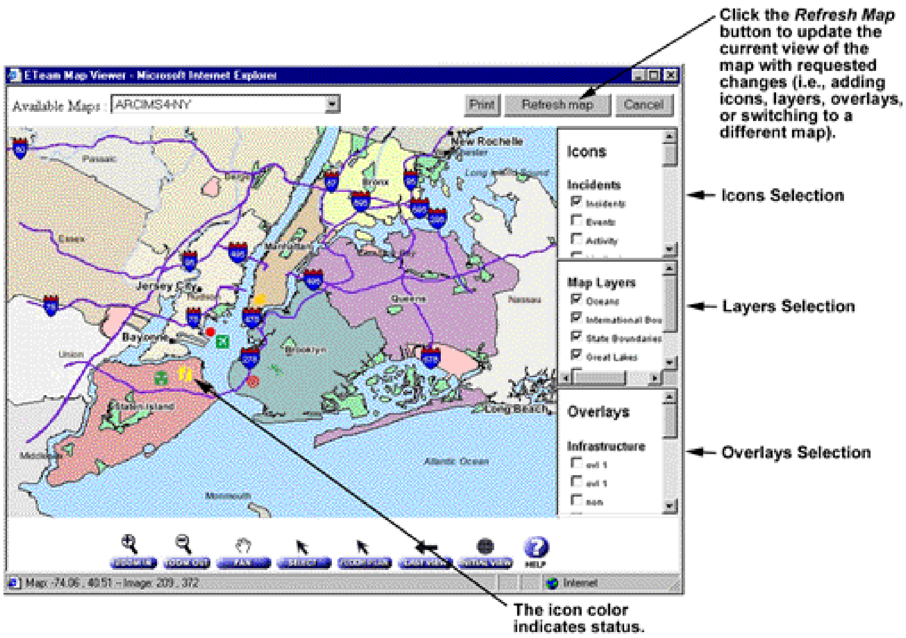
You can select a location from a preloaded list of sites. Selecting a site automatically populates the Address, Intersection, Latitude, and Longitude fields with the location information. Alternately, you can geo locate the information in one of four ways:

- by typing in the address and clicking the text link for ***by Address***,
- by typing in the intersecting streets and clicking the text link for ***by Intersection***,
- by clicking the text link for ***by Map*** and pointing to the location on the map (after selecting the Locate tool on the tool bar at the bottom of the map),
- or by clicking on the text link for ***by Lat & Long*** and entering the latitude and longitude values in decimal degrees.

At the bottom of these fields are two radio buttons that let you indicate whether you want this location posted to the appropriate map display or displays. The default setting is NO. However, as soon as you geo locate, the system automatically changes this setting to YES.

MAPS

E Team reports are summarized in views and maps. Maps provide a graphic summary of the reports in E Team. When you click on the Map icon at the top of your E Team main window, the map viewer opens displaying your system default map with all map layers checked. You must select the report icons and, when available, overlays you wish to display, and deselect any map layers you wish to remove from the map display. The level of detail the map displays is determined by including or excluding these predefined layers (e.g., states, streets, rivers, etc.). Once you have made your changes, you must click on the ***Refresh Map*** button to update your map display and view your changes. Clicking on a report icon causes that report to open in the View frame.



Available Maps - This picklist allows you to select from the available maps configured for your E Team system. Click the down arrow to display the available maps, then click on the map of your choice. The map view will not change until you click the Refresh Map button or use one of the map tools located at the bottom of the map window.

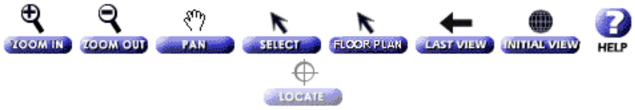
Note: When you change maps, the system draws the new map at the current level of zoom (also referred to as extent). For example, if you are zoomed in to street level, then you change the map, the new map will display at street level. If you want to see the default view for this map, you must click the Initial View tool.

Refresh Map - Use this button to redraw the map after you have made a selection from the Available Maps picklist, or have changed the settings in the Layers or Icons checkboxes.

Icon Selection Tool - Use these checkboxes to customize which report type icons will display on your map. Use the scroll bars to view all available report types. Each section begins with the report type label and is followed by a series of checkboxes. A check mark indicates the report type for which an icon will display on your map. The map view will not change until you click the Refresh Map button or use one of the map tools located at the bottom of the map window.

Layers Selection Tool - Use these checkboxes to customize the level of detail to be displayed, including or excluding predefined layers (e.g., states, streets, rivers, etc.). The map view will not change until you click the ***Refresh Map*** button or use one of the map tools located at the bottom of the map window.

Map Tools



The Map Tool Bar is located at the bottom of the map window.

Zoom In - To zoom in, click on the Zoom In magnifying glass with the plus sign; then go to the upper right or lower left corner of the area on which you wish to zoom in. Depress and hold down the left mouse button and drag the cursor to the corner diagonally opposite your area of interest. Dragging the cursor will cause a red box to appear. When you release the mouse button, the map will zoom in to include just the area under the red box you drew.

Zoom Out - To zoom out, select the Zoom Out magnifying glass with the minus sign, and then click until the map view you want displays. The location of the cursor on the map will become the new center of the zoomed out map.

Pan - To pan (move the image to the right, left, up, or down), select the hand icon. Next, move your cursor onto the map, depress and hold the left mouse button, and drag the cursor. Release the button when you have the desired view.

Select - To view the report represented by one of the icons on the map, click on the Select arrow, and then click on the icon. The report will appear. To return to the map, click the Map Box icon in the Windows tool bar at the bottom of your screen.

Locate - If you launch the map in the process of filling out the Location fields in a report, a Locate cross-hairs icon will replace the Select arrow. Click the cross-hairs icon and then click on the map location you wish to select.

Floor Plan - The Floor Plan tool displays if you have the optional Floor Plan capability installed. This tool allows you to select and display floor plans associated with your buildings. Click on the Floor Plan icon, then click on the building whose floor plans you wish to display. A dialog box will open, displaying a list of the floor plans available for viewing for that specific building, as determined by your system administrator. Select the floor plan you wish to view. Click ***Close*** when you have finished viewing.

Last View - Each time you use a map tool (e.g., pan, zoom in, or zoom out) or click on the Refresh Map button to change the map display, the system updates the map view. For example, when you pan from one area on a map to another, the map view is updated to display the new area. When you click Last View, the display updates one step back to the prior map view.

Initial View - This is the default map view that displays the first time you select the Map icon from the Help Tools or from the Available Maps picklist. Each time you use a map tool (e.g., pan, zoom in, or zoom out) or click on the ***Refresh Map*** button to change the map display, the system updates the map view. When you click on the ***Initial View*** button, the map display reverts to the default view. You can click on Initial View at any time while you are using the map if you wish to return to this default view.

Note: Each map in the Available Maps picklist has an initial view defined during configuration of your E Team system.

Map Overlays

Your user ID may allow you to create map overlays. You can add an overlay to any map associated with a report. An overlay serves as a good planning tool, as it allows you to communicate specific information on a map by entering additional information or hand-drawn details. The overlay must be created from the ***read-only*** version of the report. Refer to your E Team User Guide or Online Help for details on creating overlays.

GETTING HELP

E Team provides both a printed User Guide and a comprehensive Online Help system. Contact your Operations Center supervisor to obtain a printed copy of the User Guide or select the HELP tool icon from your E Team navigator to access the Online Help system.

Visit E Team at: www.eteam.com

